



City of Milpitas

Part-Time/Temporary

We invite applications for the position of: Recreation Leader III- After the Bell Program

Salary Range: \$10.00 - \$12.15/hr.
Close Date: Open Until Filled

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The City of Milpitas seeks an enthusiastic individual for temporary Recreation Leaders for the After the Bell School Program for the Recreation Services Department. You may be required to work nights, weekends and holidays. You must be able to work between the hours of 2:00pm-6:00pm daily and possibly as early as 12:30pm on minimum school days.

What You Will Do

Under direct supervision of the Recreation Leader IV, Recreation Leader V and Program Coordinator, Recreation Leaders will lead students in grades 1-6 in activities, games and other recreational activities at various elementary school sites.

The essential functions of this position include knowledge and/or experience working and/or supervising school age children ages 5-12 years old, lead games and activities, coordinate and implement daily activities. Must be able to lead participants, communicate activity objectives and rules clearly and effectively; provide information and direction to a wide variety of age groups, conduct games and activities following established rules, guidelines, and time limits; learn, retain and use safety rules and regulations; provide verbal and summarized written feedback on activities; supervise students. You must be able to multitask in a fast pace work environment. You must also be able to work independently off site and with other co-workers in compliance



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with City Rules and Regulations. Additional duties may include working Recreation Services activities and events as needed.

The incumbent must be able to represent the City of Milpitas in a professional manner and follow the City's and Recreation Services policies and regulations.

Experience and Education

- Minimum age at time of hire is 16 years old
- Must have experience in working with school age children (5-12 years old)
- Must have current certification in American Red Cross First Aid and CPR, or within 60 days of hire date

License and Other Requirements

Upon selection, additional requirements include:

- Tuberculosis test
- Valid Social Security card
- Fingerprint clearance (Department of Justice background check) if 18 years or older

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090. *Online:* Visit the City of Milpitas website at www.ci.milpitas.ca.gov, scroll to the bottom of the page and click the Careers icon, next click the tab Temporary Opportunities, here you will find the job posting with the link that will send you to apply online via CalOpps. A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Benefits

N/A

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.